

अण्डमान तथा
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No. 90, Port Blair, Friday, March 18, 2011

अण्डमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय / SECRETARIAT

NOTIFICATION

Port Blair, dated the 18th, March, 2011

No. 88/2011/F.No 1-8(4)/2007- Power.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Govt. of India, Ministry of Home Affairs Notification No. U. 14/3/16-ANL dated 11.04.1960 and in supersession of all previous Notifications issued to this effect to the RRs, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of recruitment to the Group 'C' (Non-Gazetted, Non-Ministerial/Ministerial) posts of (1). Chargeman (Mechanical) (2). Chargeman (Electrical) (3). Fitter (Electrical) (4). Fitter (Mechanical) (5). Lineman (6). Switch Board-cum-Engine Operator (7). Meter Reader-cum-Ledger Clerk-cum-Cashier (8). Typist – cum – Clerk (9). Mason (10). Ferro Printer (11). Cable Jointer (12). Bill Distributor (13). Watchman (14). Peon and (15). Mazdoor borne in the Electricity Department, Andaman and Nicobar Administration namely:-

1. **Short title and commencement :-**

- i) These rules may be called Andaman and Nicobar Administration, (Group "C" Non-Gazetted Non-Ministerial) posts in the Electricity Department, A & N Administration, Recruitment Rules, 2011.
- ii) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and scale of pay :-**

The number of the said posts, its classification and the scale of pay attached thereto, shall be as specified at Sl. Nos. 2 to 4 of the Schedules 1 to 15 annexed to these rules.

3. **Method of recruitment, age limit, qualifications etc :-**

The Method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified at Sl. Nos. 5 to 15 of the said Schedule aforesaid.

4. **Disqualifications :-**

No person —

- a) who has entered into or contracted a marriage with a person having a spouse living or,
- b) who, having a spouse living, has entered into or contracted a marriage with any person;

shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, if satisfied such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are grounds for so doing, exempt any person from the operation of these rules.

5. Power to relax :-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may by order, for reasons to be recorded in writing and in consultation with the UPSC, relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving :-

Nothing in these rules shall affect reservation, relaxation regarding age limit and other concessions required to be provided for the Schedule Castes and Schedule Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lieutenant Governor,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
Assistant Secretary (Power)
A & N Administration

SCHEDULE - 1**RECRUITMENT RULES FOR THE POST OF CHARGEMAN (MECHANICAL) IN THE ELECTRICITY DEPARTMENT**

1.	Name of post	Chargeman (Mechanical)
2.	No. of posts	17* (Seventeen) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 2800
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time.) Note: The Crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/candidates.
8.	Educational and other qualifications required for direct recruitment	Essential: 1) Secondary School Examination (XthStd.) pass from a recognized Board/ Institution. 2) Diploma in Mechanical Engineering (OR) ITI Certificate in Diesel Mechanic. 3) Must qualify the departmental trade test desirable 3 years experience in the relevant field.

9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled in by various methods	100% by promotion failing which by direct recruitment
12.	In case of recruitment by promotion/deputation /absorption grades from which promotion/ deputation/absorption to be made	Promotion : From amongst Fitter (Mechanic)/Switch Board-cum-Engine Operator (Mechanic) in the pay in PB-1 with Grade Pay of Rs.1900 having 13 years regular service in the respective grade and, Passing the proficiency-cum-trade test
13.	If a DPC exists, what is its composition ?	Group "C" DPC (for promotion/confirmation) Consisting of :- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Executive Engineer (Workshop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf

Duties and Responsibilities of Chargeman (Mech.)

He/She has to supervise his/her subordinate employees apart from carrying out the work himself/herself. He/She shall also check the works carried out by his subordinates before and after the work. He/She shall note every details of work & maintain a date-wise record of it invariably. He/She has to supervise and carryout the manual checking & inspection of jobs like setting of valve clearances, tappet clearances, pump clearances, overhauling of governor, pumps, turbocharger, dismantling and assembly of complete diesel engine as well as coupling of alternator. He/She has to check the alignment of the engines and alternator. He/She should know erection and commissioning of the diesel engines, other related machineries, generators, panels. He/she should know the maintenance, overhauling, replacement of components of the pumps centrifuge, compressors, air bottles, starting valve, coolers, heat exchangers, POL transfer pump, gear pump etc. He/She should personally scrap the bearing if necessary and will set the bearing clearances of the diesel and other engines and note down the readings thus obtained and should be in a position to rectify the defects. Alignment of crankshaft, camshaft and repair of enunciators need to be attended by him. He/She should be in a position to guide his subordinates for chiseling, hammering and other techniques involved for the dismantling and assembling of different components of DG sets and its allied accessories. Filling, welding, battery charging, erection, commissioning, operation and maintenance of electrically operated/manually operated gantry cranes are covered under the purview of the duties. He/She should know the starting and stopping procedures of the power plant equipments and should also synchronize the generators and other tie lines, if any. He/She should also know erection, commissioning, operation and maintenance of allied equipments and accessories of boilers and its auxiliaries including turbines, mountings, and accessories. He/She has to maintain records of day-to-day work like the cause of defects and its remedial measures taken, which may be put up to his superior officers, whenever demanded. He/She will see that the working tools are maintained properly and movement of tools for the daily uses to be registered, giving details of tools and person to whom

the tool issued with date, time, and signature of such person. He/She will also maintain the records of tools returned by them mentioning date, time, and signature. He/She should know the operation of fire fighting equipments, shock treatment procedures and use of first aid, wherever needed. He/She should be conversant with the standing orders and procedures of the department and follow the same in his day-to-day work. He should wear uniforms, provided by the Department. He should be polite and courteous in the dealings. He/she should be conversant with the standing orders of the department and follow the same in day-to-day work.

NOTE :- As the services of the department is an essential service, He/She is required to work even after duty hours as and when required for any such important/urgent work of the department.

S C H E D U L E - 2

RECRUITMENT RULES FOR THE POST OF CHARGEMAN (ELECTRICAL) IN THE ELECTRICITY DEPARTMENT

1.	Name of post	Chargeman (Electrical)
2.	No. of posts	09* (Nine) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 2800
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rule	No
7.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time.) Note: The Crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/candidates
8.	Educational and other qualifications required for direct recruitment	<u>Essential:</u> 1. Secondary School Examination (X th Std.) pass from a recognized Board/ Institution 2. 2 years ITI certificate in the trade of Electrician, Lineman or equivalent with 03 years experience in the trade 3. Passing a departmental proficiency-cum-trade test
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	02 (Two) years

11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled in by various methods	100% by promotion failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation / absorption grades from which promotion/deputation/absorption to be made	<p>Promotion:</p> <ul style="list-style-type: none"> a) From amongst the Lineman-cum-Meter Reader in the pay in PB-1 with grade pay Rs. 2400 and having 5 years in the same grade failing which b) Promotion from Lineman and Fitter (EI) with 13 years c) Qualifying the departmental Trade Test
13.	If a DPC exists, what is its composition ?	<p>Group "C" DPC (for promotion/confirmation)</p> <p>Consisting of:-</p> <ol style="list-style-type: none"> 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Executive Engineer, (W/Shop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf

Duties and Responsibilities of Chargeman (Electrical)

He/She has to supervise his/her subordinate employees apart from carrying out the work himself/herself. He/She shall also check the works carried out by his subordinates before and after the work. He/She shall note every details of work & maintain a date-wise record of it invariably. He/She should know the basic principle of Electricity and also the construction of generators, motors, control panels, circuit breakers, relays, transformers, measuring instruments etc. He/She should have the knowledge of overhead lines including high, medium, low voltage installations. He/She should also know the precautions and protective measures to be taken for the safety of personnel and equipments at work-site. He/She shall invariably take periodical insulation resistance values of the generators, motors, circuit breakers, cables, transformer, overhead lines including service connections, earthing etc. He/She should have the knowledge of neutral earthing panel, surge panel, lightning arrestors, circuit breakers, drop-out fuse assembly, air break switch & other switchgears of LT and HT. He/She should have the knowledge of repairing the fault in T&D system, cables, underground cables, generators, motors, transformers, oil filtering plants etc. He/She should have the knowledge to operate the equipments & plants in the power plant installation and execute the erection, commissioning and synchronizing of generators (LT & HT). He/She should have the knowledge of the DC wiring for the electric supply of relays and its maintenance & repairs. He/She should attend repairs of generators, motors, transformers, circuit breakers, starters, relays etc. He/She should carryout testing/installation of power factor correction capacitors and synchronous motors for improving the power factor of the system. He/She should know the starting and stopping procedures of the power plant equipments and should also synchronize the generators and other tie lines, if any. He/She should be polite and courteous in his dealings. He/She should know the operation of fire fighting equipments and use of first aid, wherever needed. He/She should be conversant with the standing orders and procedures of the department and follow the same in his day-to-day work.

His/Her duties and responsibilities include drawing of new HT/LT power lines, maintenance & upkeep of HT/LT power lines, transformers etc. and actions to minimize the transmission losses. He/She should be able to locate and rectify the faults of HT/LT power lines and transformers. He/She should have knowledge of latest systems in power evacuation, earthing and safety of men & equipment. He/She is supposed to act as guide to all the workers engaged in transmission & distribution work and power plant. He/She should take the orders of Senior Engineering Officers and implement the work as per the Standard Engineering Procedure and do the job in the prescribed time. He/She should be able to read all the drawings and installation procedure to implement the assigned work as per IS Code, Electricity Rule and Electricity Act.

NOTE:- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

S C H E D U L E – 3

RECRUITMENT RULES FOR THE POST OF FITTER (ELECTRICAL) IN THE ELECTRICITY DEPARTMENT

1.	Name of post	Fitter (Electrical)
2.	No. of post	38* (Thirty eight) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time). Note: The Crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/candidates
8.	Educational and other qualifications required for direct recruitment	Essential: 1. Secondary School Examination (X th Std. pass) from a recognized Board/Institution 2. Having minimum qualification in 2 years ITI Trade certificate course in Electrical from a recognized institution 3. 01 year experience in the relevant trade 4. Passing a departmental written examination and proficiency trade test
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No

10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled in by various methods	1. 50% by direct recruitment 2. 50% by promotion failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation /absorption grades from which promotion/ deputation/absorption to be made	Promotion: a) From amongst Cable Joiner in the Pay Scale in PB-1 with GP Rs. 1800 with 05 years regular service b) From amongst Mazdoors in the Pay Scale in PB-1 with GP Rs. 1800 having the minimum qualification required for direct recruitment with 07 years regular service of which 3 years experience in the field and Passing a departmental trade test
13.	If a DPC exists, what is its composition?	Group "C" DPC (for promotion/confirmation) Consisting of:- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt - Member 3. Executive Engineer, (Workshop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf

Duties and Responsibilities of Fitter (Electrical)

He/She is to assist the Chargeman. He/She should know the rewinding of the motors, relay coils and other windings. He/She should know greasing/varnishing used in the system. He/She should know the wiring/circuit of the panel boards, taking out of circuit breaker, changing of oil of circuit breaker, transformer etc. He/She should have the knowledge of providing connection to all type of compressors, motors, panels, switches and control gears. He/She should repair all types of starters and fixing it after testing. He/She should know the tools and other items required for the assigned job and should maintain the tools & plants in fit & tidy condition. He/She should know the measurement procedure of insulation and repair of HT & LT lines, electric blowers, flood lights and other luminaries and their fitting/erection. He/She should have the knowledge of safety rules for the type of works involved. He/She should not work on the live conductors and should be thorough with details of the electric connections. After completion of the work he/she should ensure that all the safety measures (earthing and short circuiting) taken while executing works on dead lines/bus bar etc. are removed from the system before charging it. He/She should be courteous and polite in his dealings. He/She should wear uniform provided by the department. He/She should know the operation of fire fighting equipments, shock treatment procedures and use of first aid, wherever needed. He/She should be conversant with the standing orders of the department and follow it in his day-to-day work.

NOTE :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

S C H E D U L E - 4**RECRUITMENT RULES FOR THE POST OF FITTER (MECHANICAL) IN THE ELECTRICITY DEPARTMENT**

1.	Name of post	Fitter (Mechanical)
2.	No. of posts	48* (Forty eight) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions issued by the Central Govt. from time to time and upto 45 years in case of departmental candidates) Note: The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/candidates
8.	Educational and other qualifications required for direct recruitment	Essential: 1. Secondary School Examination (X th Std.) pass from a recognized Board/Institution. 2. Having minimum qualification of 2 years I.T.I. Trade certificate in Mechanic (MV)/Fitter from a recognized Institution. 3. 01 year experience in the relevant trade. 4. Passing a written examination and proficiency trade test.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled in by various methods	1. 50% by direct recruitment 2. 50% by promotion
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	Promotion : From amongst : (a) Oilman and Cleaners in the Pay Scale of in PB-1 in the Grade Pay of Rs. 1800 with 5 years regular service. (b) Mazdoors in the Pay Scale of in PB-1 in the Grade Pay of Rs. 1800 having the minimum qualification for direct recruitment with 07 years regular service and 03 years experience in the field. (c) Passing a departmental trade test.

13.	If a DPC exists, what is its composition ?	Group "C" DPC (for promotion/confirmation) consisting of:- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Executive Engineer (Workshop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf

Duties and Responsibilities of Fitter (Mechanical)

He/She is to assist the Chargeman. His/Her duty is to attend manually all maintenance and repairing work of the generating sets and other equipments of the power house as per the direction of his superiors. His/Her duties include dismantling of machineries, cleaning, marking, repairing, replacing and fitting of the various parts of the machineries and equipments in the Power House, as per the direction of his superiors. He/She will take all the precautionary steps before attending the work so as to avoid any damage to the life and property. The overhauling, cleaning and repair of various pumps, valves, foot valves, pipe lines and engine parts are also to be attended by him/her. After completion of repair or maintenance of any engine or equipment, the same shall be tested and handover to the shift staff as per the direction of his/her superiors. He/She is responsible for the proper fixing, assembling of the parts, tightening of nuts, bolts & screws and fitting the parts properly. He/She is required to keep his tools and other accessories safely and neatly in proper place and will not leave scattered either on the floor or on any such place whose presence may cause danger in the operation of the plants.

He/She should able to carryout independently the dismantling of valves, injectors, fuel pump elements, connecting rods, bearings, liners, replacement of heat exchanger tubes, Lub. Oil tubes, pump, scraping of bearing and its fitting, dismantling of centrifuges, generators, engine components, laying of pipelines & inter connections of pipelines and repairing of all electrical/mechanical components as per the directions of his superiors. Carrying essential spars and fitting it to the site should be done carefully by him/her. All precautionary measures should be taken to keep parts in safe place after removing in systematic way. After removing, cleaning and repair, items should not be interchanged and scattered. Proper trays should be used according to the assigned work. He/She shall not use Jute & fibers for cleaning engine/equipments or its components and shall only use cloth for cleaning of the engine/equipments or its components. Jute in any case should not be use to avoid chocking in the system. He/She should be conversant with the names of the tools used by them and should know the quantum of torque/pressure to be used for tightening of nuts, bolts and studs, so as to avoid any damage to the components. He should not use any available Hammering tool but should use separate special hammer available/designed for the specific purpose. He/She should also know the use of Hacksaw, drilling machine, blowers etc. He/She should be courteous and polite in his dealings. He/She should wear uniform provided by the department. He/She should know the operation of fire fighting equipments, shock treatment procedures and use of first aid, wherever needed. He/She should be conversant with the standing orders of the department and follow it in his day-to-day work.

NOTE :- As the services of the department is an essential service, he is required to work even after duty hours as and when required for any such important/urgent work of the department.

SCHEDULE - 5**RECRUITMENT RULES FOR THE POST OF LINEMAN IN THE
ELECTRICITY DEPARTMENT**

1.	Name of the post	Lineman
2.	No. of post(s)	153 *(One hundred fifty three) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note: The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/ candidates
7.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	No
8.	Educational and other qualifications required for direct recruits	Essential: 1. Secondary School Examination (X th Std.) pass from a recognized Board/Institution. 2. (a) Two years ITI Certificate in Electrical trade from a recognized institution and 01 year experience in the field. 3. Should qualify the written examination and trade test conducted by the department.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods	1. 50% by direct recruitment 2. 50% by promotion failing which by direct recruitment
12.	In case of recruitment by promotion/ deputation/absorption grades from which promotion / deputation / absorption to be made	Promotion: From amongst Mazdoors in the Pay Scale in PB-1 with GP 1800/- and having 07 years experience of which 03 years in T&D system and passing a departmental trade test
13.	If a DPC exists, what is its composition?	Group "C" DPC (for promotion/confirmation) consisting of:- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Executive Engineer (Workshop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf

Duties and Responsibilities of Lineman

His/Her duties include construction, repair and maintenance of electric HT & LT lines including the service connection. He/She will be responsible to take all the precautionary safety measures before attending any work in the electric lines. He/She has to climb the electric poles, fix cross arms, insulators, drawing of conductors, its binding and installation of Air Break Switches and drop out fuse assembly. Switching 'OFF' & 'ON' of feeders/circuits as per the direction of superiors has to be done by the Lineman. Replacement of fuse wires with correct rated fuse elements, drawing, repair and maintenance of service lines, fixing cutouts & meters, providing of new connections and temporary connections and also shifting of meters & HT/LT line as per the direction of his superiors. He/She is not supposed to tamper with the meter seals or energy meters and he must report to superiors as soon as he/she finds any discrepancy/tampering of meters and conduct regular checks and be vigilant to find any type of unauthorized connections taken from departmental electric lines. He/She is required to wear all protective gears such as safety belt etc. and use other safe accessories like gloves while attending his duty, wherever necessary. He/She will carry his/her Identity Card whenever he visits any premises of consumers. He/She needs to be polite and courteous while dealing with the consumers/public. He/She will not collect energy charges or any other documents from the consumers, unless and otherwise he is specifically instructed by his superiors. He/She has to attend fuse calls and no light complaints at the earliest on receipt of complaints from the consumers. He/She will fill-up the details of the work attended, in the fuse-call book and take the signature of the consumers. While load shedding or for repair in electric lines he/she will switch 'off' and switch 'on' as and when instructed by his superiors after observing all the precautionary measures. He/She has to carry ladder and carryout manual work connected with the T&D system like conducting survey, pegging and digging of pits for poles/stay for T&D system and sub-stations. Earthing of all overhead system as per the rules has to be carried out by him/her. He/She should know the laying procedure of underground cables and its connected checks & tests. He/She shall not work on live electric lines and any overhead system during night. He/She shall be personally held responsible to keep Lineman kits in proper condition and will not handover to any other person unless specifically directed to do so. He/She should know how to use 1000 volt and 500 volt Megger. He/She should have basic ideas of measuring instruments like Ammeter, Voltmeter, Energy Meter, KW Meter, AVO Meter, Power Factor Meter, Tong Tester and Earth Testing Kit. He/She must use conductors, insulators and other line materials of correct specifications while executing any work. He/She should have the knowledge of providing connections to all types of energy meters (static/electro-mechanical) including CT & PT.

He/She should know the store accounting procedure, issue and receipt of stores and should be conversant to account for the materials used and return the balance materials to Junior Engineer after completion of work. He/She should know the performance of the power/distribution transformers and should know various connections of transformers to attend the work of transformer himself/herself. He/She should be conversant with erection and commissioning of new LT/HT lines. He/She should confine himself/herself to the power availability till the meter board and should not enter the consumers house to rectify any internal wiring faults.

He/She should be courteous and polite in his dealings. He/She should know the operation of fire fighting equipments, shock treatment procedures and use of first aid, wherever needed. He/She should be conversant with the standing orders of the department and follow it in his day-to-day work.

Note :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

S C H E D U L E - 6**RECRUITMENT RULES FOR THE POST OF SWITCH BOARD-CUM-ENGINE OPERATOR (SBEQ) IN THE ELECTRICITY DEPARTMENT**

1.	Name of post	Switch Board – cum – Engine Operator (SBEQ)
2.	No. of posts	147* (One hundred forty seven) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules	No
7.	Age limit for direct recruitments	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time). Note: The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/ candidates
8.	Educational and other qualifications required for direct recruitment	Essential: 1. Secondary School Examination (X th Std. Pass) from a recognized Board/ Institution. 2. 2 years ITI Trade Certificate in the Mechanic (MV)/Electrical from a recognized Institution. 3. 01 year experience in the relevant field. 4. Should qualify the written examination and trade test conducted by the department.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled in by various methods	1. 50% by promotion 2. 50% by direct recruitment
12.	In case of recruitment by promotion / deputation / transfer and percentage of the vacancies to be filled in by various methods	Promotion from amongst : (a) Oilman & Cleaners with 5 years regular service, (b) Mazdoors having 7 years experience in Power Houses and (c) Passing a department trade test.
13.	If a DPC exists, what is its composition ?	Group "C" DPC (for promotion/confirmation) Consisting of:- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Executive Engineer (Workshop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf

Duties and Responsibilities of Switch Board-cum-Engine Operator

He/She has to assist the Junior Engineer (Shift) or independently handle a shift in a Power Plant. His/Her duty is safe starting of DG sets after all prescribed checks and observing all precautionary measures. After safe starting of DG set gradual building-up of voltage and adjusting of speed & voltage for synchronizing is to be attended by him/her. He/She has to note down and record periodically all the relevant parameters of the generating set from the engine and Control panel board. In case of any abnormal variation in parameters or unusual noise or any other discrepancy observed during operation, suitable steps to be taken by him/her to prevent damage to the equipments, machineries and maintain healthy power supply to the grid. He/She should also report immediately to his superiors of any unusual happening & abnormality observed in engine/equipment parameters and any other important matter related to safe & uninterrupted operation of power plant. He/She should supervise the operation of connected auxiliaries of generating set such as valves, breakers, switches, pump sets etc. for the safe operation of the power house. While attending any maintenance work or repair by the maintenance staff, all precautionary measures should be taken to prevent any damage to the life and property. He/She is to watch the cooling pond level, water temperature, operation of various pumps, level of compressed air in the air bottle etc. during his duty. As per the variation in load on the generators, he/she has to regulate and maintain the excitation of generator & fuel supply to the engine so as to operate the generating sets safely and economically. He/She has to look after the filling up of the service tank, fresh water tank, compressed air bottles and keep all healthy generating sets ready for use at short notice. His/Her duty includes co-ordination with his colleagues and other duty staff in the power plant for proper load sharing of generating sets running in parallel. He/She should attend all other works as directed by his superiors for safe and uninterrupted operation of power plant.

He/She should know the details and working of various relays and measuring instruments in the control panel and also the operational and functional details of circuit breakers. He/She should know synchronizing of the set and operation and maintenance of pump sets, compressors etc. He/She should maintain proper voltage and frequency of the grid. He/She should personally check the levels of the Lub. Oil system and cooling system either of the engine/turbine or transformer and generator. He/She shall make all the recordings of various parameters related to engine and generator in his/her own handwriting. He/She shall be personally responsible to record the engine inlet and outlet water temperature, oil temperature, frequency, load on each generating set and feeders and all other important parameters in the prescribed log sheet/logbook. He/She shall also supervise the work of oilman and other staff in the power plant attached in shift. He/She should know minor maintenance of the generating sets and repair if found defective. He/She should know the removal of air lock from the fuel system as well as cooling system. He/She will not allow any outsider or any relative in the power house premises during duty hours. He/She shall not carry any items from the power house or allow his subordinates to do so. He/She should be courteous and polite in his dealings. He/She should wear uniform provided by the department. He/She should know the operation of fire fighting equipments, shock treatment procedures and use of first aid, wherever needed. He/She should be conversant with the standing orders of the department and follow it in his day-to-day work.

Note :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

S C H E D U L E - 7**RECRUITMENT RULES FOR THE POST OF METER READER – CUM – LEDGER CLERK – CUM – CASHIER IN THE ELECTRICITY DEPARTMENT**

1.	Name of post	Meter Reader – Cum – Ledger Clerk – Cum – Cashier
2.	No. of posts	35 *(Thirty five) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	NA
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules	No
7.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time.) Note: The Crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/candidates
8.	Educational and other qualifications required for direct recruitment	Essential: 1. Senior Secondary School Examination (XII th Std) pass from a recognized Board/Institute. 2. Should possess one year certificate in Computer Application from Govt. recognized institutes. 3. Should qualify the written examination and trade test. Desirable: (1) 3 years experience in Account matters (2) Typewriting in English or Hindi
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age : No Ednl. Qualification :- (X th Std. Pass with knowledge in Computer Application
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled in by various methods	100% by promotion failing which by direct recruitment
12.	Incase of recruitment by promotion / deputation / transfer and percentage of the vacancies to be filled in by various methods	Promotion:- a) Promotion from amongst Mazdoor / Watchman / Telephone Attendant/Bill Distributors in the scale of pay in PB-1 with grade pay Rs. 1800 with 07 years regular service in the grade. b) Having 10 th pass certificate. 1 (one) year certificate course in Computer Application from a recognized Institution Desirable:- 03 years experience.

13.	If a DPC exists, what is its composition ?	Group "C" DPC (for promotion / confirmation) Consisting of:- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Executive Engineer (Workshop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf

Duties and Responsibilities of Meter Reader-cum-Ledger Clerk-cum-Cashier

He/She should be able to record meter reading of all types of energy meters. He/She shall personally take the correct reading of the energy meter of the consumer premises every month and make a record of it in the meter card and meter reading book. He/She shall prepare the energy bills for the energy consumption by the consumers as per the prevailing tariff. He/She shall make entry by his own handwriting in the relevant registers and shall prepare relevant documents regarding the energy billed category-wise, revenue realized and revenue outstanding etc. as per the formats being followed by the department. He/She shall intimate in writing about irregularities found by him during his visit to consumer premises, including installation of consumers. He/She must check the meters seal and invariably intimate any sign of tamper to the meter seal/energy meter immediately after he completes meter reading. In no circumstances the seal of meters to be tampered/removed by him/her and should do so only with the written orders of the superiors. All defective meters not showing proper reading as per the consumption pattern needs to be intimated to his superiors. The testing of meter should be known to him and should carryout repairs of all the electrical measuring instruments. He/She will not collect energy charges or any other documents from the consumers, unless and otherwise he is specifically instructed by his superiors.

He/She should be courteous and polite in his dealings. He/She should know the operation of fire fighting equipments, shock treatment procedures and use of first aid, wherever needed. He/She should be conversant with the standing orders of the department and follow it in his day-to-day work.

Note :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

SCHEDULE - 8**RECRUITMENT RULES FOR THE POST OF TYPIST-CUM-CLERK IN THE
ELECTRICITY DEPARTMENT**

1.	Name of post	Typist-cum-Clerk
2.	No. of posts	06*(Six) 2011 * Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules	No
7.	Age limit for direct recruitments	18-33 year for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions/orders issued by the Central Govt. from time to time) Note: The Crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/candidates
8.	Educational and other qualifications required for direct recruitment	Essential: 1. Sr. Secondary School Examination ((XII th) Pass from a recognized Board/Institution. ii) Should qualify the written examination. iii) On Computer typing speed of 35 word Per Minute in English or 30 Word Per Minute in Hindi (corresponding to 10500 KDPH/9500 KDPH on average of 5 key depression for each word)
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Age - No Ednl. Qualification - Yes
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation /transfer and percentage of the vacancies to be filled in by various methods	100% by direct recruitment
12.	Incase of recruitment by promotion / deputation / transfer and percentage of the vacancies to be filled in by various methods	1. Promotion from amongst the employees in the pay in PB – 1 with Grade Pay Rs. 1800 and having the qualification of 10 th pass
13.	If a DPC exists, what is its composition ?	Group "C" DPC (for confirmation) Consisting of:- 1. Supdt. Engineer, Elect. Deptt - Chairman 2. Executive Engineer (PG), Elect. Deptt - Member 3. Executive Engineer (Workshop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf.

Duties and Responsibilities of Typist-cum-Clerk

Responsible for typing works, data feeding, clerical nature of duties assigned to him and maintenance of records and files, any other duties assigned to him.

NOTE :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

S C H E D U L E - 9

RECRUITMENT RULES FOR THE POST OF MASON IN THE ELECTRICITY DEPARTMENT

1.	Name of post	Mason
2.	No. of post	02*(Two) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruitment	NA
8.	Educational and other qualifications required for direct recruitment	NA
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled in by various methods	100% by promotion
12.	In case of recruitment by promotion/deputation /absorption grades from which promotion / deputation / absorption to be made	Promotion: From amongst the Mazdoors in the Pay Scale in PB -1 in the Grade Pay of Rs.1800 working in the Electricity Department who possess 10 th Std. pass Certificate and with 07 years regular service in the grade and passing a proficiency-cum-trade test
13.	If a DPC exists, what is its composition ?	Group "C" DPC (for promotion/confirmation) Consisting of:- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Executive Engineer (Workshop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf

Duties and Responsibilities of Mason

His duties are masonry works of the department. He should be able to read the foundation and installation drawing and prepare the foundations etc. by masonry work. He should have knowledge of correct concrete mix and bar binding. He should be able to take true alignment so essential in heavy and intricate engineering installations. He should be able to do the masonry work of the buildings being constructed for the department.

SCHEDULE – 10

RECRUITMENT RULES FOR THE POST OF FERRO PRINTER IN THE ELECTRICITY DEPARTMENT

1.	Name of post	Ferro Printer
2.	No. of posts	02 *(Two) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules ?	No
7.	Age limit for direct recruitment	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled in by various methods	100% by transfer
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation / absorption to be made	Transfer from Daftary in the Scale of Pay in PB -1 with GP Rs.1800 with 3 years regular service in the grade
13.	If a DPC exists, what is its composition ?	Group "C" DPC (for confirmation) Consisting of:- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Executive Engineer (Workshop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf

Duties and Responsibilities of Ferro Printer

He/She should keep the Ferro printing equipments/machineries and Duplicator rollers etc. neat and clean. He/She should know the operation working of the Duplicator and Ferro printing machine. He/She should ensure the safe storage of the duplicating ink, Ferro printer liquid/acid or their chemicals. Due precaution is to be taken to avoid any spilling/leaking of chemicals causing any danger to the life and property. He/She shall not allow any person to handle the said equipments and chemicals. He/She shall take only the required number of copies or prints as prescribed by the competent authority/controlling officer. No document or drawing which he/she is handling should be leaked/provided to any other person without the prior approval in writing by the competent authority. He/She should keep the sufficient stock of duplicating paper, ammonia papers, inks and other allied items required for this work. He/She should intimate the official concerned well in advance before the prescribed items got exhausted. He/She should be able to undertake minor repairs and keep the machine in functioning condition. He/She should intimate the superiors well in advance if any abnormality in the working of the machine is observed to avoid any further damage to machine, subsequently hampering the govt. work. He/She is required to undergo the training in fire fighting equipments. He/She should wear the uniform if provided by the Department.

NOTE :- As the services of the department is an essential service, he/she is required to work even after duty hours as and when required for any such important/urgent work of the department.

S C H E D U L E - 11

RECRUITMENT RULES FOR THE POST OF CABLE JOINTER IN THE ELECTRICITY DEPARTMENT

1.	Name of post	Cable Jointer
2.	No. of posts	02* (Two) 2011 * Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C', Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions issued by the Central Govt. from time to time and upto 45 years in case of departmental candidates) Note: The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/ candidates

8.	Educational and other qualifications required for direct recruits	Essential:- 1. Secondary School Examination (X th std.) pass from a recognized Board/ Institution. 2. Should qualify the written proficiency-cum-trade test Desirable:- 3 years experience in Electrical cable jointing
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	100% by transfer failing which by direct recruitment
12.	In case of recruitment by deputation/absorption, grades from which promotion / deputation/absorption to be made	Transfer: 1) From amongst Mazdoor in the Pay Scale in PB-1 with Grade Pay Rs.1800 2) Possessing 10 th Std. pass Certificate and Qualifying the proficiency-cum-trade test
13.	If a DPC exists, what is its composition?	Group "C" DPC (for confirmation) Consisting of:- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Executive Engineer (Workshop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf.

Duties and Responsibilities of Cable Jointer

Should able to carryout independently the Cable Jointing and associated works such as connecting rods, bearings, liners, replacement of heat exchanger tubes, scraping of bearing and its fitting, assisting in laying of pipelines and inter connections of pipelines and repairing of all electrical/mechanical components as per the directions of his superiors. Carrying essential spares and fitting it to the site should be done carefully by him/her. All precautionary measures should be taken to keep parts in safe place after removing in systematic way. After removing, cleaning and repair, and items should not be interchanged and scattered. Proper trays should be used according to the assigned work. He/She shall not use Jute and fibers for cleaning engine/equipments or its components and shall only use cloth for cleaning of the engine/equipments or its components. Jute in any case should not be use to avoid chocking in the system. He/She should be conversant with the names of the tools used by them. He/She should be courteous and polite in his dealings. He/She should wear uniform provided by the department. He/She should know the operation of fire fighting equipments, shock treatment procedures and use of first aid, wherever needed. He/She should be conversant with the standing orders of the department and follow it in his day-to-day work.

NOTE :- As the services of the department is an essential service, he is required to work even after duty hours as and when required for any such important/urgent work of the department.

SCHEDULE - 12**RECRUITMENT RULES FOR THE POST OF BILL DISTRIBUTOR IN THE ELECTRICITY DEPARTMENT**

1.	Name of post	Bill Distributor
2.	No. of posts	33 *(Thirty three) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions issued by the Central Govt. from time to time and upto 45 years in case of departmental candidates) Note: The Crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/ candidates
8.	Educational and other qualifications required for direct recruitment	Essential: 1. Secondary School Examination (X th Std.) pass from a recognized Board/Institution. 2. Should qualify the written proficiency test Desirable: Ability to ride Bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled in by various methods	100% by direct recruitment
12.	In case of recruitment by promotion / deputation / absorption grades from which promotion / deputation / absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group "C" DPC (for confirmation) Consisting of:- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Executive Engineer (Workshop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf

Duties and Responsibilities of Bill Distributor

He/She should be able to read and write. He/She will travel from office to office and to the consumers for distribution of Energy Bills or as desired by his/her superiors. He/She should be punctual in his/her duties. He/She carryout the orders of his/her superiors connected with the office. He/She should not attend any personal work of any employees Department. He/She should carry postal dak or telegrams, wireless messages, signal etc. and handover the official documents to the concerned consumer, person or official. He/She should not collect any cash or any document from any consumer unless and until specifically asked to do so. He/She should neither see nor disclose the contents of the dak sent through him/her to any concerned person/Govt. official who is not connected with that matter. He/She should keep the desk, tables, chair and the work place of the office premises to which he is attached, neat and clean. He/She should wear the uniform provided by the deptt. during working hours and the uniform should be neat and clean. He/She should be polite with all concerned. He/She will be responsible for the dak, energy bills, materials etc. given to him/her for delivery. He/She should close the office buildings doors, windows and switch off the lights and fans after office hours. He/She is responsible to fill the water filter/tanks installed in the office premises if the water supply is after office hours. He/She should know the operation of fire fighting equipments, shock treatment procedures and use of first aid, wherever needed. He/She should be conversant with the standing orders of the department and follow it in his day-to-day work.

NOTE :- As the services of the department is an essential service, he is required to work even after duty hours as and when required for any such important/urgent work of the department.

S C H E D U L E – 13

RECRUITMENT RULES FOR THE POST OF WATCHMAN IN THE ELECTRICITY DEPARTMENT

1.	Name of post	Watchman
2.	No. of posts	76* (Seventy six) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs.1800
5.	Whether selection post or non-selection post	NA
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules	No
7.	Age limit for direct recruitments	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions issued by the Central Govt. from time to time and upto 45 years in case of departmental candidates). Note: The Crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/ candidates

8.	Educational and other qualifications required for direct recruitment	Essential: 1. Secondary School Examination (X th Std.) pass from a recognized Board/Institution. 2. Passing a departmental written, physical endurance –cum-trade test.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled in by various methods	100% by direct recruitment
12.	Incase of recruitment by promotion / deputation / transfer and percentage of the vacancies to be filled in by various method	Not applicable
13.	If a DPC exists, what is its composition ?	Group "C" DPC (for confirmation) Consisting of:- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Assistant Secretary (Perl), A & N Administration - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf

Job Description for the post of Watchman

The following are the duties to be performed by a Chowkidar / Watchman:-

1. Responsible to watch and ward of office premises and surrounding.
2. Should close the office building doors, windows and switch off the lights, fans after office hours.
3. Responsible to fill the water tank installed in the office premises if the water supply is after office hours.
4. Must remain on duty till relieved.
5. Should be courteous and polite with the public and alert in his duties.
6. Must attend to any other works which may be assigned to him by higher officers.

NOTE :- As the services of the department is an essential service, he is required to work even after duty hours as and when required for any such important/urgent work of the department.

SCHEDULE - 14**RECRUITMENT RULES FOR THE POST OF PEON IN THE
ELECTRICITY DEPARTMENT**

1.	Name of post	Peon
2.	No. of posts	32* (Thirty two) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post	NA
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules, 1972 ?	NA
7.	Age limit for direct recruitment	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions issued by the Central Govt. from time to time and upto 45 years in case of departmental candidates) Note: The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/ candidates
8.	Educational and other qualifications required for direct recruitment	Essential: 1. Secondary School Examination (X th Std.) Pass from a recognized Board/Institution Desirable: 1. Training in Basic and refresher course in Home Guards & Civil Defense 2. Ability to ride Bicycle
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled in by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grades from which promotion / deputation / absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group "C" DPC (for confirmation) Consisting of:- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Assistant Secretary (Perl), A & N Administration - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf.

Job Description for the post of Peon

1. A Peon, for general purpose, an attendant and will work as directed by the Officer/Officer in which works.
2. Should come to office not later than 8.00 AM.
3. As soon as he come to office, he should open the doors and windows,, unless there are instructions the contrary. He should dust the office tables, chairs, almirahs, windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy.
4. Should remove all wastes papers etc. for disposal as directed by the officer or the Section Officer or the Branch Officer.
5. If he is attached to an officer:-
 - (i) He should keep the pencils sharpened, put other articles like pin-cushion, pen scissors, eraser, clips desk calendar etc in their proper places.
 - (ii) He should keep slips of paper within easy reach inside the rook for use of his officer.
6. Should not leave office without permission of the Section Officer under whom he works, if he is attached to an officer, he should not leave office before the officer has left or until he is permitted by the officer, concerned to leave early.
7. Before leaving office he should switch off, all lights and close the doors and windows.
8. Should fill up the water jug buckets etc. every morning and supply water to the officer or staff, whenever required.
9. Should know the description of stationary articles and various kinds of forms used in the office.
10. Should be very courteous and helpful towards members of the public visiting the office.
11. Should be polite and respectful towards all officers and staff.
12. Should attend to any other office work as may be required of him.

If he entrusted with DAK duties

1. Should have a general idea about the arrangement for receipt of local and postal dak.
2. Should know the priority involved in the movement of papers marked '**Immediate**' and '**Priority**' and act accordingly.
3. Should know the location of :-
 - a. All important offices such as offices of head of Departments /Offices,
 - b. Central Government Offices etc. ;

NOTE :- As the services of the department is an essential service, he is required to work even after duty hours as and when required for any such important/urgent work of the department.

SCHEDULE - 15**RECRUITMENT RULES FOR THE POST OF MAZDOOR IN THE ELECTRICITY DEPARTMENT**

1.	Name of post	Mazdoor
2.	No. of posts	523 *(Five hundred and twenty three) 2011 *Subject to variation dependent on workload
3.	Classification	General Central Services Group "C", Non-Gazetted, Non-Ministerial
4.	Pay Band/GP – Pay Scale	PB – 1 Rs. 5200 – 20200 + Grade Pay Rs. 1800
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of CCS (Pension) Rules	No
7.	Age limit for direct recruitments	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 5 years in accordance with the instructions issued by the Central Govt. from time to time and upto 45 years in case of departmental candidates) Note: The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/ candidates
8.	Educational and other qualifications required for direct recruitment	Essential: 1. Secondary School Examination (X th Std. pass) from a recognized Board/Institution. 2. Should qualify the written proficiency-cum-trade test and physical endurance test
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	02 (Two) years
11.	Method of recruitment, whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled in by various methods	100% by direct recruitment
12.	Incase of recruitment by promotion / deputation / transfer and percentage of the vacancies to be filled in by various method	Not applicable
13.	If a DPC exists, what is its composition ?	Group "C" DPC (for confirmation) Consisting of:- 1. Supdt. Engineer, Elect. Deptt. - Chairman 2. Executive Engineer (PG), Elect. Deptt. - Member 3. Executive Engineer (Workshop), APWD - Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties and Responsibilities	Duties and responsibilities chart placed overleaf

Duties and Responsibilities of Mazdoor

His/Her duties is to carryout the job of manual Labour of all kinds required for power generation, T&D system and store handling. His/Her duties includes cleaning of the site and work place, digging of pits, filling and cutting of earth, pole erection, line clearance by clearing of bushes, trees, jungles etc., drawing of LT/HT lines, shifting of plants and machineries as per the direction of the superiors including. He/She should be alert and cautious while carrying out the assigned work. He/She should work also as whenever asked to do so by his superiors for watch and ward of Power House, T&D system, stores etc. He/She should be alert and no outsider or any unauthorized person should be permitted to enter the premises where he has been assigned the duties of Watchman and should not move out any materials without any permission or gate pass issued by the senior officers concerned. He will maintain the diary while discharging duties of Watchman about the movements of vehicles as well as workers and officers. He should wear the uniform during duty whenever provided by the department.

He should be courteous and polite in his dealings with public and officials. He should know the operation of fire fighting equipments and use of first aid, wherever needed and in case of any eventuality, the same should be reported immediately to the Fire Brigade and to his superiors over phone.

NOTE :- As the services of the department is an essential service, he is required to work even after duty hours as and when required for any such important/urgent work of the department, and any duties i.e. is the interest of the department.
